

<p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	<p>Policy Number</p> <p style="text-align: center;">18.16</p> <p>Date Issued</p> <p style="text-align: center;">12/17/01</p>	<p>Total Pages</p> <p style="text-align: center;">3</p> <p>Effective Date</p> <p style="text-align: center;">12/19/01</p>
<p>References</p> <p>KRS 439.380; KRS 196.035; 197.020; ACA Standards 3-4291</p>	<p>Subject</p> <p style="text-align: center;">INFORMATION TO THE PAROLE BOARD</p>	

I. AUTHORITY

This policy shall be issued in conformance with KRS 439.380 which requires that prison officials furnish members of the Parole Board with reports as the Board shall require concerning the conduct and character of any prisoner in their custody; and any other facts deemed pertinent by the Board in determining whether a prisoner shall be paroled.

II. PURPOSE

To provide a policy and procedures for the preparation and submission of information to the Parole Board.

III. APPLICABILITY

This policy shall be applicable to all employees of the Department of Corrections (Corrections) and private prisons.

IV. DEFINITIONS

None

V. POLICY

It is the policy of Corrections to provide information to the Parole Board prior to the inmate's parole eligibility date. This information shall include the Pre-Sentence Investigation, a summary of the inmate's institutional progress, current status, and background.

VI. PROCEDURES

Pre-Parole Progress Reports

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- A. A Pre-Parole Progress Report shall be prepared for each institutional or Community Center inmate prior to his scheduled meeting or review with the Parole Board.
 1. Pre-Parole Progress Reports shall not be prepared for a parole violator meeting the Parole Board immediately after he returns to the system, unless the inmate has received an additional sentence while on parole and is meeting the Parole Board on eligibility of that sentence.
 2. A Classification Treatment Officer or community staff assigned the duty shall be responsible for the completion of the report.
 3. Two (2) copies of the Pre-Parole Progress Report shall be forwarded to the Parole Board and shall arrive no later than thirty (30) days prior to the inmate's scheduled review date. One (1) of the inmate's Pre-Parole Progress Report shall be placed in the inmate's institutional record file.
 4. If a psychological evaluation has been conducted within ninety (90) days of the scheduled parole hearing, a copy of the evaluation shall be included with the Pre-Parole Progress Report sent to the Parole Board.
- B. The Pre-Parole Progress Report shall consist of information specifically requested by the Parole Board. Each Pre-Parole Progress Report shall be prepared in the appropriate format. The information in the report shall be verified whenever possible.
- C. Pre-Parole Progress Reports shall be signed and dated by the staff member preparing the report and shall also be signed and dated by a staff member of supervisory rank who reviews the report.
- D. An employee shall not make a recommendation to the Parole Board suggesting an inmate be granted parole or not. An employee shall not make a recommendation to the Parole Board as to a suggested deferment, suggested length of deferment, a level of supervision if granted parole, or length of supervision if granted parole.
 1. Any staff member wishing to commend an inmate for exceptional work performance or program progress should forward the information to the staff member responsible for preparing the Pre-Parole Progress Report for possible inclusion in the report.

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2. Staff members shall provide the Parole Board with any other specific reports or information which may be requested.
- E. Pre-Parole Progress Reports for DEFERRED CASES of twenty-four (24) months or less shall cover those areas, items or matters which have taken place since the inmate's last meeting with the Board.
 - F. Any change in an inmate's case that affects a section of the submitted report, shall be included in an addendum to the Pre-Parole Progress Report. This addendum, containing the corrected or additional information, shall be forwarded to the Parole Board immediately.